

Delaware Circuit Court Table of Contents

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LR18-AR00-DLR-002

COURT SCHEDULING

Circuit Court No. 1.

1. Criminal hearings shall commence on Mondays at 9:00 a.m.; and on Thursdays at 9:00 a.m.
2. Criminal jury trials will commence on Mondays at 8:30 a.m., unless otherwise noted.
3. Matters involving an inmate being transported from the custody of the Department of Correction in relation to Post Conviction Relief, Sentence Modification, or otherwise, shall be heard on Thursdays at 9:00 a.m. to avoid any difficulty in transporting.
4. Civil jury trials will commence on Wednesdays or Thursdays at 8:30 a.m.

Circuit Court No. 2.

1. Criminal hearings shall commence on Mondays at 9:00 a.m. and Thursdays at 1:30 p.m.
2. Criminal jury trials will commence on Mondays at 8:30 a.m.
3. Matters involving an inmate being transported from the custody of the Department of Correction in relation to Post Conviction Relief, Sentence Modification, or otherwise, shall be heard on Thursdays at 1:30 p.m. to avoid any difficulty in transporting.
4. Civil jury trials will commence on Wednesdays or Thursdays at 8:30 a.m.

Circuit Court No. 3.

1. Criminal hearings shall commence on Mondays at 1:30 p.m. and Thursdays at 9:00 a.m.
2. Criminal jury trials will commence on Mondays or Wednesdays at 8:30 a.m.
3. Matters involving an inmate being transported from the custody of the Department of Correction in relation to Post Conviction Relief, Sentence Modification, or otherwise, shall be heard on Thursdays at 9:00 a.m. to avoid any difficulty in transporting.
4. Civil jury trials will commence on Mondays or Wednesdays at 8:30 a.m.

Circuit Court No. 4.

1. Criminal hearings shall commence on Mondays at 9:00 a.m. and 1:30 (bond reductions, bench trials, misc.) and Wednesdays at 9:00 a.m. and 1:30 p.m.
2. Criminal jury trials will commence on Fridays at 8:30 a.m.
3. Matters involving an inmate being transported from the custody of the Department of Correction in relation to Post Conviction Relief, Sentence Modification, or otherwise, shall be heard on Wednesdays at 1:30 p.m. to avoid any difficulty in transporting.
4. Civil jury trials will commence on Wednesdays, Thursdays, or Fridays at 8:30 a.m.

Circuit Court No. 5

1. Criminal hearings shall commence on Mondays at 9:00 a.m. and 1:30 p.m.; and Tuesdays at 9:00 a.m. and 1:30 p.m. Criminal pre-trial conferences will be held on Thursdays at 1:30 p.m.
2. Criminal jury trials will commence on Thursdays at 8:30 a.m.
3. Matters involving an inmate being transported from the custody of the Department of Correction in relation to Post Conviction Relief, Sentence Modification, or otherwise, shall be heard on Tuesdays at 1:30 p.m. to avoid any difficulty in transporting.
4. Civil jury trials will commence on Tuesdays or Wednesdays at 8:30 a.m.

A court calendar will be provided one day in advance, daily, to the Sheriff's Department by the Office of Court Services. Any changes made after distribution, the court staff will notify the Sheriff's Office.

LR18-SC00-DLR-003
Small Claims Practice and Procedure

A. Scope and Jurisdiction. These rules shall apply to all small claims proceedings in the Delaware Circuit Court No. 4 and Delaware Circuit Court No. 5 having jurisdiction over small claims as defined by relevant Indiana statutes. The plaintiff shall be required to pay a \$35.00 filing fee.

B. Execution of Documents. Pursuant to T.R. 9.2(H), original documents, including but not limited to the Notice of Claim, Affidavits, Petitions for Citation, and Motions for Proceedings Supplemental, require signatures that are made with express, implied, or apparent authority and not forged or stamped.

C. Communications with the Court. Any matter communicated to the Court, outside the courtroom, must be in writing and signed by the communicating party. Each communication should contain the cause number of the case, and a copy should be sent to all opposing parties.

D. Scheduling.

1. **Delaware Circuit Court No. 4:** Upon the filing of a complaint, an initial hearing shall be scheduled by the Clerk of the Court. At the initial hearing, the defendant will be expected to admit or deny liability of the claim.

If the defendant fails to appear at an initial hearing, a judgment may be entered upon proof of service. If the plaintiff fails to appear at the initial hearing, the Court may dismiss the action without prejudice.

If the defendant appears and admits liability, a Pre-Trial Settlement may be signed and filed by both parties.

If the defendant appears and denies liability, the Court shall set the matter for a bench trial and notify all parties involved.

2. **Delaware Circuit Court No. 5:** Upon the filing of a complaint, an initial hearing shall be scheduled by the Court staff. Parties are expected to be fully prepared for trial at the time of the initial hearing in the event the defendant denies liability.

E. Attorney Fees. A party requesting payment of attorney fees shall present to the Court a written affidavit detailing the time spent, services rendered, and hourly rate requested.

F. Continuances. A party may be granted a continuance for good cause shown upon filing a written motion signed by the moving party.

G. Judgments. A Default Judgment may be filed upon proof of service, and an Affidavit of Non-Military Service and Competency must be filed at that time.

H. Proceedings Supplemental. After a judgment has been entered but not paid, a party may file a Motion for Proceedings Supplemental and an Order to Appear in Court and Answer as to Wages, Assets, Property, and Income. The Clerk will provide the proper forms and a hearing date.

If additional efforts are needed to collect a judgment, the Clerk will provide an instruction sheet and additional forms to the parties.

I. Bankruptcy Stay. Any party seeking a stay of the proceedings as a result of a bankruptcy proceeding should file a copy of such Bankruptcy Petition and a showing that the debt was scheduled with the Court. The Court at that time will calendar the matter for one (1) year to set the matter for dismissal if, in fact, the party has not been discharged in bankruptcy.

J. Release of Judgment. After a judgment has been paid in full, it is the responsibility of the plaintiff to file a Release of Judgment with the Court.

K. Dismissals. A claim, counter-claim, or cross-claim may be dismissed by the party filing a written pleading at any time before judgment is entered. If a counter-claim or cross-claim has been filed, the dismissal of the original claim will not result in the cancellation of the hearing until the counter-claim or cross-claim has been dismissed.

L. Small Claims Manual. The complete Small Claims Manual is available for review at the Clerk's Office and is also on the Internet at <http://ecicnet.org/~dcclerk>.

LR18-DR00-DLR-004
Domestic Relation Cases

A. Petition for Modification. No Petition for Modification of Custody, Child Support, or Spousal Maintenance will be entertained unless a full year has elapsed from the date of the last decision of the court pertaining to custody, support or maintenance, except on showing by a verified petition requesting a hearing and setting forth in detail that an extreme emergency exists.

B. Order of Modification. Commencing on July 1, 2000, all Recorded Judgment Orders on Petitions to Modify Support Payments shall be accompanied with a change in support payment sheet. The Recorded Judgment Order submitted for signature WILL NOT be signed without a change in support sheet completed and attached, or proof that the same has been done with the Support Clerk of Delaware County. With the above procedure being followed, any arrearage to be determined will be computed automatically on the support records and will allow the attorneys access to said arrearage immediately.

A. Termination of Representative Capacity. Upon the entry of a final Decree of Dissolution of Marriage, Legal Separation, paternity, or an order of permanent modification of any custody, visitation, or child support, the representative capacity of all attorneys appearing on behalf of any party shall be deemed terminated upon:

1. An order of withdrawal granted pursuant to the Indiana Rules of Trial Procedure; or
2. The expiration of time within which an appeal of such order may be preserved or perfected pursuant to the Indiana Rules of Trial Procedure or the Indiana Rules of Appellate Procedure; or
3. The conclusion of any appeal of such order commenced pursuant to the Indiana Rules of Trial Procedure or the Indiana Rules of Appellate Procedure.

B. Service of Pleadings. The service of any post dissolution pleadings upon any party not represented by counsel pursuant to Paragraph A above shall be made upon that person pursuant to the Indiana Rules of Trial Procedure.

C. Courtesy Copy. Any copy served upon the withdrawn attorney will be deemed to be a matter of professional courtesy only.

LR18-DR00-DLR-005
Decree of Dissolution

Upon filing a Decree of Dissolution of Marriage, either by Summary Decree or after a contested hearing, the attorney submitting the Decree shall provide a Decree designated for distribution to the Court Administrator. The attorney shall provide this Decree in addition to all other copies required for the Court file, the order book, and the parties. The purpose of this Rule is to terminate all restraining orders and protective orders not granted in the Final Decree

LR18-CR00-DLR-006
Class D Felony (Additional Charges)

Defendants with pending class D felonies who are later charged with a more serious class of felony in Delaware County will be subject to transfer to the Court having jurisdiction of the more serious felony.

LR18-AR00-DLR-007

Public Defender Appointments (Indigent Determination)

Following a preliminary appointment of pauper counsel, the Office of the Public Defender may conduct further inquiry upon the eligibility of Defendants receiving court-appointed counsel. In the event the Public Defender determines that a Defendant may not be eligible for a court-appointed attorney, this issue may be brought to the attention of the court by way of a Motion to Withdraw.

In Re: Court Reporters

Section One. Definitions

The following definitions shall apply under this local rule:

- (1) A *court reporter* is a person who is specifically designated by a court to perform the official court reporting services for the court including preparing a transcript of the record.
- (2) *Equipment* means all physical items owned by the court or other government entity and used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, copy machines, fax machines, computer hardware, software programs, disks, tapes and any other device used for recording, storing and transcribing electronic data.
- (3) *Work space* means that portion of the court's facilities dedicated to each court reporter, including but not limited to actual space in the courtroom and any designated office space.
- (4) *Page* means the page unit of transcript which results when a recording is transcribed in the form required by Indiana rule of Appellate Procedure 7.2.
- (5) *Recording* means the electronic, mechanical, stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.
- (6) *Regular hours worked* means those hours which the court is regularly scheduled to work during any given work week.
- (7) *Gap hours worked* means those hours worked in excess of the regular hours worked but hours not in excess of forty (40) hours per work week.
- (8) *Overtime hours worked* means those hours worked in excess of forty (40) hours per work week.
- (9) *Work week* means a seven (7) consecutive day week that consistently begins and ends on the same days through the year, i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.
- (10) *Court* means the particular court for which the court reporter performs services. Court may also mean all of the courts of record in Delaware County.
- (11) *County indigent transcript* means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court. The county indigent transcript will also include any requests from the local Prosecutor's Office.
- (12) *State indigent transcript* means a transcript that is paid for from state funds and is for the use on behalf of a litigant who has been declared indigent by a court.
- (13) *Private transcript* means a transcript that is paid for by a private party, but not limited to a deposition transcript.
- (14) *Expedited* means transcripts which are requested to be completed within three (3) days.
- (15) *Rush/Overnight* means transcripts which are requested to be completed within twenty-four (24) hours.

Section Two. Salaries and Per Page Fees.

- (1) Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising court during any regular work hours, gap hours or overtime hours. The supervising court shall inform the court reporter the manner in which the court reporter is to be compensated for gap and overtime hours, by receiving compensatory time off regular work hours.
- (2) The **maximum** per page fee a court reporter may charge for the preparation of a county indigent transcript shall be **\$4.00, including cover pages; \$1.00** per page for a copy of a transcript provided to the Public Defender's Office or the Prosecutor's Office; and **.50¢ per exhibit**. The fee for an "expedited" transcript (preparation within three (3) days) on a county case shall be

\$6.00 per page. The court reporter shall submit a claim voucher to the supervising judge for approval of payment by the county for the preparation of any county indigent transcripts.

(3) If a court reporter is requested to prepare an indigent “rush/overnight” transcript (preparation within twenty-four (24) hours or less), the per page fee shall be **\$7.00**.

(4) The **maximum** per page fee a court reporter may charge for the preparation of a State indigent transcript shall be **\$4.00; and, \$1.00** per page for a copy of a transcript; and **.50¢ per exhibit**. The fee for a State Public Defender requested “expedited” transcript (preparation within three (3) days) on a State indigent case will in no event exceed **\$6.00** per page. If a court reporter is requested by the State Public Defender to prepare an indigent “rush/overnight” transcript (preparation within twenty-four (24) hours or less), the per page fee shall be **\$7.00**.

(5) The **maximum** per page fee a court reporter may charge for the preparation of a private transcript shall be **\$4.25** with the court reporter being responsible for expenses as provided in Section Four (4), Paragraph Two (2). The fee for an “expedited” transcript (preparation within three (3) days) on a private case will be agreed upon between the court reporter and party requesting the same but in no event may exceed **\$6.25** per page. The court reporter may charge up to **\$1.00 per page** for a copy of a transcript (*including a disc copy*), or **\$1.00 per page** for an exhibit with the court reporter being permitted to use the court system’s copy machine outside of regular work hours. If so requested by a party, an “original copy” generated from the computer may be reproduced and charged at **one-half (½)** the transcript fee.

(6) If a court reporter is requested to prepare a private “rush/overnight” transcript (preparation within twenty-four (24) hours or less), the maximum per page fee shall be **\$7.25**. (7)

An additional labor charge approximating the hourly rate based upon the court reporter’s annual fixed compensation as reflected in the court budget, may be charged for the time spent binding the transcript and exhibit binders. The labor charge shall not exceed two (2) hours, unless unusual circumstances permit the submission of a recapitulation enumerating the hours spent beyond the two (2) hour base.

(8) The Index and Table of Contents pages shall be charged at the per page rate being charged for transcript preparation either for county, state or private cases.

(9) A minimum fee up to \$35.00 per transcript shall be allowed for transcripts under eight (8) pages.

(10) The court reporter or designated court employee shall report, at least on an annual basis, all transcript fees received for the preparation of either county indigent, state indigent or private transcripts to the Indiana Supreme Court Division of State Court Administration. The reporting shall be made on forms prescribed by the Division of State Court Administration.

(11) The preparation of *any* transcript for payment shall not be performed during regular work hours, including but not limited to, transcribing, copying, or other functions related to the compilation of the transcript.

Section Three. Private Practice

(1) If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular work hours and the court reporter **will not** be allowed to utilize the court equipment to do so.

Section Four. Supplies

(1) All supplies for *County or State indigent transcripts*, i.e. transcript paper, binders and copy paper shall be provided through the court system’s office supply account.

(2) All supplies for *Private transcripts*, i.e. transcript paper, binders and copy paper shall be the responsibility of the court reporter. The court reporter will not be allowed to charge for the cost of such supplies due to the allotted fee approved herein for the preparation of a private transcript.

LR18-CR00-DLR-011
DISCOVERY AND MOTIONS IN LIMINE IN CRIMINAL CASES

DISCOVERY

In all Murder, Class A, Class B, Class C, and Class D Felony cases, unless relieved by court order, the Prosecuting Attorney shall, within thirty (30) days after the initial hearing in any criminal action filed against the Defendant, furnish the attorney for the Defendant the following:

1. The names and addresses of persons whom the Prosecuting Attorney intends to call as witnesses at the trial, together with their relevant written or recorded statements.
2. Any written or recorded statements and any summaries of oral statements made by the accused herein or any statements of others which contain a declaration of the accused.
3. Those portions of the Grand Jury minutes which contain statements of witnesses whom the Prosecutor intends to call and directly examine at trial, which statements are probably within the control of the prosecution and which statements will relate to matters covered in the witness' testimony in this case, for the purpose of cross-examination and impeachment of such witness' credibility.
4. The relevant testimony which is reduced to writing of persons whom the Prosecutor intends to call as a witness at the trial, but who did not testify before the Grand Jury.
5. Any reports or statements of experts made in connection with this case, including results of physical or mental examination and of scientific tests, experiments, or comparisons.
6. Any books, papers, documents, photographs or tangible objects, which the Prosecuting Attorney intends to use in the trial or which were obtained from or belong to the accused or his family.
7. Any record or prior criminal convictions of persons whom the Prosecutor intends to call as witnesses at the trial.
8. Any declarations against interest made by the Defendant.
9. Any evidence the Prosecutor might have, favorable to the Defendant.
10. Copies of any photographs which the prosecution has in its possession which it intends to introduce as evidence.
11. Any description of the Defendant's conduct, if any, that the prosecution intends to introduce as an implied admission.
12. Any promises, rewards, or inducements provided to prosecution witnesses or defense witnesses.
13. Any victim's statement that was recorded or memorialized and that is under the State's control.
14. Any and all medical reports in appropriate cases.
15. That portion of police reports containing substantially verbatim statements of witnesses.
16. The criminal record of the Defendant, including arrests and convictions.
17. Evidence of other crimes, wrongs, or acts pursuant to Evidence Rule 404(b).

The State shall also allow counsel for the Defendant to examine any and all physical evidence, whether or not the prosecution intends to present the evidence at trial, within thirty (30) days after the initial hearing.

In all Murder, Class A, Class B, Class C, and Class D Felony cases, unless relieved by court order, counsel for the Defendant shall, within thirty (30) days after receiving the discovery from the State of Indiana in any criminal action filed against the Defendant, furnish the attorney for the State of Indiana the following:

1. Any reports or results or testimony relative thereto, of physical or mental examination or of scientific tests, experiments or comparisons, or any other reports or statements of experts pertaining to this case.

2. A summary of any special or statutory defense(s), which Defendant intends to make at a hearing or trial in this cause.

3. Names and last known addresses of persons Defendant intends to call as witnesses, together with their relevant written or recorded statements, including memoranda reporting or summarizing their oral statements, and any record of prior criminal convictions known to the Defendant.

4. Any books, papers, documents, photographs, or tangible objects Defendant intends to use as evidence or for impeachment at a hearing or trial.

If Defendant is not represented by an attorney, the above requirements do not apply, and the parties must file written motions with the Court to request discovery.

MOTIONS IN LIMINE

In all Murder, Class A, Class B, Class C, and Class D Felony cases, unless relieved by court order, the following items are excluded from evidence, and the Court prohibits any reference at trial to the following. In addition, counsel and all witnesses may not refer to, mention, or testify about the following:

1. The statutory penalty provided for the offense(s) charged, or any and all included offenses.

2. The fact that the Defendant failed to make a statement either orally or in writing at the time of his arrest.

3. Any questioning of the Defendant, or any statements which Defendant may have made while he was in the custody of the police, absent proof beyond a reasonable doubt that the statements were made freely and voluntarily and after a knowing and intelligent waiver of rights by the Defendant.

4. Any previous arrest or detention of the Defendant which did not result in a conviction, or any other alleged offenses, purportedly involving Defendant, in which he was neither arrested nor charged.

5. Any prior conviction of the Defendant, except those which may be used for the purpose of impeachment.

The rule regarding Motions in Limine shall apply to cases in which the Defendant is not represented by an attorney.

LR18-CR00-DLR-012
Criminal Practice and Procedure

A. Assignment of Cases. In order to provide for the non-discretionary assignment of felony and misdemeanor cases beginning August 27th, 2003, the Circuit Court of Delaware County, Indiana, now adopts this local rule.

All felonies charging Murder, class A felony, class B felony, class C felony, or class D felony will be assigned to the appropriate court based upon the month in which the offense is alleged to have occurred. The following monthly rotation is now established for the general jurisdiction of courts for Delaware County:

Circuit Court No. 1 - the first month (June, 2003);

Circuit Court No. 2 - the second month;

Circuit Court No. 3 - the third month;

Circuit Court No. 4 - the fourth month;

Circuit Court No. 5 - the fifth month;

Thereafter, the monthly rotation among the courts will continue in this sequence until further order.

In the event a misdemeanor is also charged in conjunction with a more serious offense, such additional charge shall be assigned to the same court having jurisdiction of the more serious offense.

In the event of multiple offenses, the date of the earliest offense alleged in the charging document shall control the assignment.

From and after August 31, 2003, all criminal cases filed in any division of Delaware County shall be filed in compliance with this rule and in the appropriate court as heretofore set out.

B. Transfer and Reassign. Any judge of a division of the Delaware Circuit Court, by appropriate Order entered in the Record of Judgments and Orders, may transfer and reassign to any of the other judges of a division of the Delaware Circuit Court in the county with jurisdiction to hear the charged offense any pending case subject to acceptance by the receiving court.

C. Refiling by the State. In the event the State of Indiana dismisses a case and later chooses to refile that case, the case shall be assigned to the court from which dismissal was taken.

In the event the State of Indiana dismisses a case, any subsequent related cases filed against such defendant within ninety (90) days shall be assigned to the court from which dismissal was taken.

D. Additional Related Charges. In the event additional related charges are filed against a criminal defendant subsequent to the assignment of the case, all such additional related charges shall be assigned to the court of initial assignment.

E. Additional Unrelated Charges. In the event additional unrelated charges are filed against a criminal defendant subsequent to any other pending case assignment, the case or cases shall be assigned to the appropriate court based upon the month in which the offense is alleged to have occurred.

F. Reassignment. In the event a change of judge is granted or it becomes necessary to assign another judge in a criminal proceeding in Delaware Circuit Court No. 1, Delaware Circuit Court No. 2 or Delaware Circuit Court No. 3, the rule following shall apply:

1. Upon the granting of a change of judge or upon any order of reassignment by the Judge of the Delaware Circuit Court No. 1, the case will be reassigned to the Delaware Circuit Court No. 2. Upon the granting of a change of judge or upon any order of reassignment by the Judge of the Delaware Circuit Court No. 2, the case will be reassigned to the Delaware Circuit Court No. 3. Upon the granting of a change of judge or upon any order of reassignment by the Judge of the Delaware Circuit Court No. 3, the case will be reassigned to the Delaware Circuit Court No. 4. Upon the granting of a change of judge or upon any order of reassignment by the judge of the Delaware Circuit

Court No. 4, the case will be reassigned to Delaware Circuit Court No. 5. Upon the granting of a change of judge or upon any order of reassignment by the judge of the Delaware Circuit Court No. 5, the case will be reassigned to Delaware Circuit Court No. 1.

In the event any judge of Delaware County to whom a case is assigned under this Section D, is unable or unwilling to serve due to current caseload or for any other reason, or in the further event that a successor judge is required, the case shall be reassigned by the clerk to another judge in Delaware County, excepting therefrom the judge from which the original change was requested and the judge who is unable or unwilling to serve. The clerk shall make the reassignment to the next qualified judge having appropriate jurisdiction in consecutive order as follows: Delaware Circuit Court No. 1, Delaware Circuit Court No. 2, Delaware Circuit Court No. 3, Delaware Circuit Court No. 4, and Delaware Circuit Court No. 5.

G. Master Commissioners. Each master commissioner shall, on a weekend rotating basis, be on call to the Delaware County Sheriff's Department for the approval of probable cause. The schedule will be determined by a designated master commissioner. Said rotation schedule will be provided by the designated master commissioner to other master commissioners, the Sheriff's Department, public defender, and the court administrator.

LR18-JD00-DLR-013
DISCOVERY AND MOTIONS IN LIMINE
IN JUVENILE DELINQUENCY CASES

DISCOVERY

In all filed juvenile delinquency cases, unless relieved by court order, the prosecuting attorney shall, within thirty (30) days after the initial hearing in any delinquency action filed against the child, furnish the attorney for the child the following:

1. The names and addresses of persons whom the prosecuting attorney intends to call as witnesses at the fact-finding hearing, together with their relevant written or recorded statements.
2. Any written or recorded statements and any summaries of oral statements made by the child herein or any statements of others which contain a declaration of the child.
3. Those portions of the Grand Jury minutes which contain statements of witnesses whom the prosecutor intends to call and directly examine at the fact-finding hearing, which statements are probably within the control of the prosecution and which statements will relate to matters covered in the witness' testimony in this case, for the purpose of cross-examination and impeachment of such witness' credibility.
4. The relevant testimony which is reduced to writing of persons whom the prosecutor intends to call as a witness at the fact-finding hearing, but who did not testify before the Grand Jury.
5. Any reports or statements of experts made in connection with the case, including results of physical or mental examination and of scientific tests, experiments, or comparisons.
6. Any books, papers, documents, photographs or tangible objects, which the prosecuting attorney intends to use at the fact-finding hearing or which were obtained from or belong to the child or his family.
7. Any record or prior criminal convictions of persons whom the prosecutor intends to call as witnesses at the fact-finding hearing.
8. Any declarations against interest made by the child.
9. Any evidence the prosecutor might have, favorable to the child.
10. Copies of any photographs which the prosecution has in its possession which it intends to introduce as evidence.
11. Any description of the child's conduct, if any, that the prosecution intends to introduce as an implied admission.
12. Any promises, rewards, or inducements provided to prosecution witnesses or defense witnesses for the child.
13. Any victim's statement that was recorded or memorialized and that is under the State's control.
14. Any and all medical reports in appropriate cases.
15. That portion of police reports containing substantially verbatim statements of witnesses.
16. The delinquency record of the child, including arrests and adjudications.
17. Evidence of other crimes, wrongs, or acts pursuant to Evidence Rule 404(b).

The State shall also allow counsel for the child to examine any and all physical evidence, whether or not the prosecution intends to present the evidence at the fact-finding hearing, within thirty (30) days after the initial hearing.

In all filed juvenile delinquency cases, unless relieved by court order, counsel for the child shall, within thirty (30) days after receiving the discovery from the State of Indiana in any delinquency action filed against the child, furnish the attorney for the State of Indiana the following:

1. Any reports or results or testimony relative thereto, of physical or mental examination or of scientific tests, experiments or comparisons, or any other reports or statements of experts pertaining to this case.

2. A summary of any special or statutory defense(s), which the child intends to make at a hearing in this cause.
3. Names and last known addresses of persons the child intends to call as witnesses, together with their relevant written or recorded statements, including memoranda reporting or summarizing their oral statements, and any record of prior delinquency adjudication known to the child.
4. Any books, papers, documents, photographs, or tangible objects the child intends to use as evidence or for impeachment at a hearing.

If the child is not represented by an attorney, the above requirements do not apply, and the parties must file written motions with the Court to request discovery.

MOTIONS IN LIMINE

In all filed delinquency cases, unless relieved by court order, the following items are excluded from evidence, and the court prohibits any reference at the fact-finding hearing to the following. In addition, counsel and all witnesses may not refer to, mention, or testify about the following:

1. The fact that the child failed to make a statement either orally or in writing at the time of his arrest.
2. Any questioning of the child, or any statements which the child may have made while he was in the custody of the police, absent proof beyond a reasonable doubt that the statements were made freely and voluntarily and after a knowing and intelligent waiver of rights by the child.
3. Any previous arrest or detention of the child which did not result in a delinquency adjudication, or any other alleged offenses, purportedly involving the child, in which he was neither arrested nor charged.
4. Any prior delinquency adjudication of the child, except those which may be used for the purpose of impeachment.

The rule regarding Motions in Limine shall apply to cases in which the Child is not represented by an attorney.

LR18-JC00-DLR-014
DISCOVERY AND MOTIONS IN LIMINE
IN CHINS CASES

DISCOVERY

In all filed CHINS cases, unless relieved by court order, the attorney for the Delaware County Office of Family and Children (hereinafter **DFC**) shall, within thirty (30) days after the initial hearing in any CHINS action filed, furnish the attorney for the parent(s), guardian(s) or custodian(s) (hereinafter **PGC**) the following:

1. The names and addresses of persons whom the **DFC** intends to call as witnesses at the fact-finding hearing, together with their relevant written or recorded statements.
2. Any written or recorded statements and any summaries of oral statements made by the *PGC* herein or any statements of others which contain a declaration of the *PGC*.
3. The relevant testimony which is reduced to writing of persons whom the **DFC** intends to call as a witness at the fact-finding hearing.
4. Any reports or statements of experts made in connection with the case, including results of physical or mental examination and of scientific tests, experiments, or comparisons.
5. Any books, papers, documents, photographs or tangible objects, which the **DFC** intends to use in the fact-finding hearing or which were obtained from or belong to the *PGC*.
6. Any record or prior criminal convictions of persons whom the **DFC** intends to call as witnesses at the fact-finding hearing.
7. Any declarations against interest made by the *PGC*.
8. Any evidence the **DFC** might have, favorable to the *PGC*.
9. Copies of any photographs which the **DFC** has in its possession which it intends to introduce as evidence.
10. Any description of the *PGC*'s conduct, if any, that the **DFC** intends to introduce as an implied admission.
11. Any promises, rewards, or inducements provided to **DFC** witnesses or *PGC* witnesses.
12. Any victim's statement that was recorded or memorialized and that is under the **DFC**'s control.
13. Any and all medical reports in appropriate cases.
14. That portion of police reports containing substantially verbatim statements of witnesses.
15. The criminal record of the *PGC*, including arrests and convictions.
16. Evidence of other crimes, wrongs, or acts pursuant to Evidence Rule 404(b).

The **DFC** shall also allow counsel for the *PGC* to examine any and all physical evidence, whether or not the **DFC** intends to present the evidence at the fact-finding hearing, within thirty (30) days after the initial hearing.

In all filed CHINS cases, unless relieved by court order, counsel for the *PGC* shall, within thirty (30) days after receiving the discovery from the **DFC** in any CHINS action filed against the *PGC*, furnish the attorney for the **DFC** the following:

1. Any reports or results or testimony relative thereto, of physical or mental examination or of scientific tests, experiments or comparisons, or any other reports or statements of experts pertaining to this case.
2. A summary of any special or statutory defense(s), which the *PGC* intends to make at a hearing or fact-finding in this cause.
3. Names and last known addresses of persons the *PGC* intends to call as witnesses, together with their relevant written or recorded statements, including memoranda reporting or summarizing their oral statements, and any record of prior criminal convictions known to the *PGC*.
4. Any books, papers, documents, photographs, or tangible objects the *PGC* intends to use as evidence or for impeachment at a hearing or trial.

If the PGC is not represented by an attorney, the above requirements do not apply, and the parties must file written motions with the Court to request discovery.

MOTIONS IN LIMINE

In all filed CHINS cases, unless relieved by court order, the following items are excluded from evidence, and the Court prohibits any reference at fact-finding hearing to the following. In addition, counsel and all witnesses may not refer to, mention, or testify about the following:

1. Any questioning of the *PGC*, or any statements which the *PGC* may have made while he was in the custody of the police, absent proof beyond a reasonable doubt that the statements were made freely and voluntarily and after a knowing and intelligent waiver of rights by the *PGC*.
2. Any previous arrest or detention of the *PGC* which did not result in conviction, or any other alleged offenses, purportedly involving the *PGC*, in which he was neither arrested nor charged.
3. Any prior conviction of the *PGC*, except those which may be used for the purpose of impeachment.

The rule regarding Motions in Limine shall apply to cases in which the PGC is not represented by an attorney.

LR18-AR00-DLR-016
ORDER ESTABLISHING BAIL SCHEDULE

I. Felonies

- A. For murder or attempted murder, no bail is to be set except by the Court at initial hearing;
- B. For any person charged with being an habitual offender, bail is to be set at \$50,000.00;
- C. For any class A felony offense, bail shall be set at initial hearing;
- D. For any class B felony offense, bail shall be set at initial hearing;
- E. For any class C felony offense, bail shall be \$10,000.00; however, if the class C felony involves serious bodily injury, bail shall be set at initial hearing;
- F. For any class D felony offense, bail shall be \$5,000.00;
- G. For any case where the person charged has been previously convicted of a felony offense within the past five (5) years, bail shall be twice the amount otherwise specified in this section.

II. Misdemeanors

- A. For class A misdemeanors, bail shall be \$2,500.00;
- B. For class B misdemeanors, bails shall be \$1,000.00.

III. Other Provisions

A. Intoxication

No person shall be released by the Sheriff of Delaware County, regardless of the provisions of this Order, unless such person clearly manifests that they are in a state of sobriety at the time the provisions of this Order would otherwise permit release.

1. The Sheriff shall hold in custody any person who is under the influence of alcohol or controlled substances until such time it is determined, at the sheriff's discretion, that the individual may be safely released without danger to self or others.

B. Domestic Violence

A person arrested on a charge involving domestic violence shall not be released until twelve (12) hours has elapsed or until appearance in court, whichever is earlier. After twelve (12) hours, the person may post bail (1) pursuant to other sections of this Bail Order, and (2) if the person agrees in writing to initiate no contact with the victim. If the person charged refuses to sign such an agreement, they shall be held until brought to Court.

C. Overweight Trucking Violations

The bail schedule as set out in this Order shall not apply to overweight trucking violations. Bail for such offenses shall be convened by the provisions of I.C. 9-20-1, et seq.

D. Double Bond

For any case where the person charged is on bail on a pending charge, the bail shall be twice the amount of the bail otherwise required by this Order.

E. Full Cash Bond

When any person proposes to post a full bond in cash or by certified check and the Clerk's Office is not open for business, the sheriff shall accept the money or check and issue a receipt therefore to the person making the payment in that person's name or as they direct. Thereafter, as soon as is practicable, the sheriff shall deposit the money or check with the Clerk.

F. Felony Arrests While on Probation or Parole

Pursuant to I.C. 35-33-8-6, all adult persons, with any felony arrest, who are on probation or parole, shall not be released on the normal bond schedule, but should be brought before the Court at the earliest opportunity, and in no circumstances, should be held for longer than fifteen (15) days in jail without bond.

G. 10% Cash Bond

The Clerk may not accept a 10% cash deposit in lieu of the bond otherwise required herein, except upon express written Order of a judge. In the event such a bond is approved by the Court, the Clerk may retain as a service fee ten percent (10%) of the amount deposited when the bond is released at the conclusion of the case.

H. Property Bond

Pursuant to I.C. 35-33-8-3.2(a)(1)(c), an bond may be secured by real estate in the county, where thirty-three hundredths (0.33) of the true tax value less encumbrances is at least equal to the amount of the bail. The Clerk shall not accept a property bond in lieu of a surety bond otherwise required herein, except upon express written Order of a judge.

I. Amount of Bail on Warrant

If the bail is set at a probable cause hearing, the amount of bail set by the judge shall be endorsed upon the arrest warrant.

J. Release of Bond

No cash bond may be released by the Clerk, except upon written Order of a judge after judgment has been entered and any fines and costs imposed by the Court have been paid and satisfied.

LR18-TR79-DLR-0601
Local Rules of Civil Practice and Procedure

The following local rule regarding selection of special judges where a special judge does not accept a civil case under Trial Rule 79(D), (E), or (F), is now adopted by the undersigned judges of the Delaware Circuit Court, in conjunction with the other Courts of Administrative District 6 as established by Administrative Rule 3(A)(6), and submitted for approval to the INDIANA SUPREME COURT this 24th day of March, 2006.

A. Subdistricts Identified. To make the most effective use of judicial resources by using close proximity of the judges, Administrative District 6 shall be divided into three (3) subdistricts, the judges in each subdistrict constituting the panel for assignment in the event a *special judge* fails to accept a civil case under Trial Rule 79(D), (E), or (F), except that the following juvenile judges of the whole district shall constitute the panel for assignment in juvenile cases: Honorable Bruce C. Bade of Blackford Circuit Court; Honorable Robert L. Barnet of Delaware Circuit Court No. 3; Honorable Jack L. Brinkman of Madison Superior Court; Honorable Marianne Vorhees of Delaware Circuit Court No. 1; Honorable Jay L. Toney of Randolph Circuit Court; Honorable Richard A. Dailey of Delaware Circuit Court No. 2; Honorable Mary Willis of Henry Circuit Court; and Honorable Michael D. Peyton of Henry Superior Court.

The subdistricts are: Grant, Blackford; Madison, Henry; Delaware, Jay and Randolph Counties.

In submitting panels under Trial Rule 79 (F), judges in Delaware County shall name only regular or senior judges from this county.

B. Assignment - Civil. Any assignment required shall be made by the Delaware County Clerk on a rotating basis in consecutive order from the following individuals:

1. In Delaware, Jay and Randolph Counties: Honorable Robert L. Barnet; Honorable Marianne Vorhees; Honorable Jay L. Toney; Honorable Richard A. Dailey; Honorable Wayne J. Lennington; Honorable Joel D. Roberts; Honorable John M. Feick; and Honorable Peter Haviza.

The list of regular judges in the subdistrict containing Delaware County may be supplemented by senior judges or presiding judges of designated courts of the whole district.

C. Annual Review. This local rule shall be subject to annual review by the regular judges of this administrative district.

D. Ineligibility. In the event no judge is eligible to serve as special judge in a case, or special circumstances warrant selection of a special judge by the INDIANA SUPREME COURT, the Delaware County Clerk shall certify this fact to the INDIANA SUPREME COURT for the appointment of a special judge, pursuant to Trial Rule 79 (K).

E. Limitation of Certain Cases. In the event a judge is not eligible to serve in a case, or circumstances warrant selection of a special judge or the transfer of a cause within the county, any court in this county having reached the limitation of filings as written in the Reallocation and Reassignment of Cases for the specified civil matters, that particular judge shall be excluded from the panel or transfer, whichever the case may be. Those cases with limitation are as follows:

1. (MF) Mortgage Foreclosure: 100 each court, and then commence again (i.e. when each court has 100 foreclosures, then the limitation will begin again until reached with 200, and etc.)

2. (CC) Civil Collections: 200 each court, and then commence again (i.e. when each court has 200 Civil Collections, then the limitation will begin again until reached with 400, and etc.)

3. (DR) Domestic Relations: 100 each court, and then commence again (i.e. when each court has 100 Domestic relations, then the limitation will begin again until reached with 200 and etc.)

4. (PO) Protective Orders: 100 each court, and then commence again (i.e. when each court has 100 Protective Orders, then the limitation will begin again until reached with 200, and etc.)

5. (MI) Miscellaneous: 75 each court, and then commence again (i.e. when each court has 75 Miscellaneous, then the limitation will begin again until reached with 150, then, etc.) Exception: Circuit Court No. 5 will receive all Tax Sale filings regardless of count.

LR18-AR00-DLR-0602

**In Re: The Business of the Delaware Circuit Court
REALLOCATION AND REASSIGNMENT OF CASES**

January 1, 2007

Pursuant to Indiana Rules of Trial Procedure, Trial Rule 81, the Circuit Court of Delaware County hereby submits this Reallocation and Reassignment of Cases for amendment. After approval by the Indiana Supreme Court and after publication and posting for thirty (30) days in the county clerk's office(s) as well as the county clerk's website and on the Indiana Judicial Website, the court will enter an effective date for this rule amendment, as follows:

WHEREAS, the Board of Judges has revised the allocation of case assignments; and

WHEREAS, the Board of Judges is authorized to transfer cases between judges and divisions of the court; and

WHEREAS, the Board of Judges has determined that the efficient administration of justice is better served by a reallocation of certain types of cases.

NOW, THEREFORE, the Board of Judges of the Delaware Circuit Court, by its Presiding Judge, Orders and Directs the following:

(A) That the Clerk of Delaware County, upon direction of a transfer of any case holding a judgment, garnishment, bail bond, or otherwise, shall within said transfer, perfect the necessary changes to provide for the efficient and accurate accounting of all payments made toward any judgment rendered, including, but not limited to, garnishment payments made through a garnishee defendant, the release of judgments, bail bonds or other matters pertaining to said original cause and the transfer therein. In the perfection of the within Order, the Clerk shall notify interested parties to the action and the garnishee defendant.

(B) Cases filed prior to January 1, 2007 will remain in the court of origin, unless otherwise ordered.

(C) Effective January 1, 2007 the limitation of filings will be in place without exception. The allocation of cases will be as follows:

Circuit Court No. 1

Criminal: Felonies, which include MR (Murder), FA (class A felony), FB (class B felony), FC (class C felony), FD (class D felony), MC (Miscellaneous Criminal), and misdemeanors in conjunction with Murder, or A, B, C felonies or D felonies-

Civil: PL (Civil Plenary), CC (Civil Collection), CT (Civil Tort), DR (Domestic Relations), MF (Mortgage Foreclosure), AD (Adoption), MI (Miscellaneous - excluding tax sales), ES, EU, GU, TR (Probate)

Circuit Court No. 2

Criminal: Felonies, which include MR (Murder), FA (class A felony), FB (class B felony), FC (class C felony), FD (class D felony), MC (Miscellaneous Criminal), and misdemeanors in conjunction with Murder, or A, B, C or D felonies.

Juvenile: JP (Juvenile Paternity), JD (Juvenile Delinquency), JS (Juvenile Status), JM (Juvenile Miscellaneous), JC (Juvenile CHINS), JT (Juvenile Termination)

Civil: PL (Civil Plenary), CC (Civil Collection), CT (Civil Tort), DR (Domestic Relations), MF (Mortgage Foreclosure), AD (Adoption), MI (Miscellaneous - excluding tax sales), RS (Reciprocal Support)

Circuit Court No. 3

Criminal: Felonies, which include MR (Murder), FA (class A felony), FB (class B felony), FC (class C felony), FD (class D felony), MC (Miscellaneous Criminal), and misdemeanors in conjunction with Murder, or A, B, C or D felonies.

Civil: PL (Civil Plenary), CC (Civil Collection), CT (Civil Tort), DR (Domestic Relations), MF (Mortgage Foreclosure), AD (Adoption), MI (Miscellaneous - excluding tax sales), MH (Mental Health)

Circuit Court No. 4

Criminal: Felonies which include MR (Murder), FA (class A felony), FB (class B felony), FC (class C felony), FD (class D felony), MC (Miscellaneous Criminal), -misdemeanors in conjunction with Murder, or A, B, C, or D felonies, class A Misdemeanors and (IF) Infractions.

Juvenile: NONE

Civil: PL (Civil Plenary), CC (Civil Collection), CT (Civil Tort), DR (Domestic Relations), MF (Mortgage Foreclosure), AD (Adoption), MI (Miscellaneous - excluding tax sales) PO (Protective Order), SC (Small Claims)

Circuit Court No. 5

Criminal: Felonies which include MR (Murder), FA (class A felony), FB (class B felony), FC (class C felony), FD (class D felony), MC (Miscellaneous Criminal), -misdemeanors in conjunction with Murder, or A, B, C, or D felonies, class A Misdemeanors and (IF) Infractions.

Juvenile: NONE

Civil: PL (Civil Plenary), CC (Civil Collection), CT (Civil Tort), DR (Domestic Relations), MF (Mortgage Foreclosure), AD (Adoption), MI (Miscellaneous – INCLUDING tax sales), PO (Protective Order), SC (Small Claims), ES, EU, GU, TR (Probate)

(D) Assignment of cases as heretofore set out will continue to be subject to all Local Rules regarding non-discretionary assignment of felony and misdemeanor cases.

(E) Assignment of cases, effective January 1, 2007, the Clerk of Delaware County shall perfect the following limitation of filings:

1. (MF) Mortgage Foreclosure: 100 each court, and then commence again (i.e. when each court has 100 foreclosures, then the limitation will begin again until reached with 200, and etc.)

2. (CC) Civil Collections: 200 each court, and then commence again (i.e. when each court has 200 Civil Collections, then the limitation will begin again until reached with 400, and etc.)
3. (DR) Domestic Relations: 100 each court, and then commence again (i.e. when each court has 100 Domestic relations, then the limitation will begin again until reached with 200 and etc.)
4. (PO) Protective Orders: 100 each court, and then commence again (i.e. when each court has 100 Protective Orders, then the limitation will begin again until reached with 200, and etc.)
5. (MI) Miscellaneous: 75 each court, and then commence again (i.e. when each court has 75 Miscellaneous, then the limitation will begin again until reached with 150, then, etc.) Exception: Circuit Court No. 5 will receive all Tax Sale filings regardless of count.

LR18-AR02-DLR-0603
Local Rules Regarding Public Defender Fees/Secretarial Fees

The following local rule for payment of services rendered by public defenders and special public defenders for the preparation of appeals and for indigent representation, is now adopted by the undersigned judges of the Delaware County Circuit Court, revoking any and all local rules regarding public defender and secretarial fees:

Section I
Public Defender Fees
In and Out of Court Time

- (1) In-Court time for special public defenders, the amount of Sixty Dollars (\$60.00) per hour. Supporting documentation required.
- (2) Out-of-Court time for special public defenders, the amount of Fifty Dollars (\$50.00) per hour. Supporting documentation required.

Murder Cases

In addition to the annual salary of a public defender and in order to fairly compensate counsel for all preparation and actual days spent in trial, the following fees will be approved:

- (1) Trial of one week or less, up to \$4,000.00 as additional compensation for lead counsel. Co-counsel will be compensated up to \$2,500.00.
- (2) Trial of two weeks or less, up to \$5,000.00 as additional compensation for lead counsel. Co-counsel will be compensated up to \$3,000.00.
- (3) Trial of up to three weeks or less, up to \$6,000.00 as additional compensation for lead counsel. Co-counsel will be compensated up to \$3,500.00.

A trial attorney fee ordered paid pursuant to this schedule would be in addition to any appropriate attorney fee paid to prosecute an indigent appeal. Petition for Attorney Fees shall have attached thereto **an itemized** Bill of Particulars.

Capital Murder Cases

- (1) Compensation will be paid pursuant to applicable rule or statute and by contract with designated attorney.

Class A Felony Trials

Class A felony cases resulting in trial and presented by a public defender may be additionally compensated up to \$4,000.00. A request for payment together with an itemized Bill of Particulars should be submitted to the presiding judge of the Delaware County Circuit Court. The presiding judge will recommend to the trial judge of the case an appropriate fee.

Investigator Fees Murder Cases

On a case-by-case review, the undersigned reserve the right to grant additional investigator fees to public defender investigators in murder cases.

Section II
Public Defender Fees
Appellate Procedure

- (1) The fee for an appeal from a trial before the court or by jury in felony cases shall be set at Two Thousand Five Hundred Dollars (\$2,500.00). This includes fees for all work from the Notice of Appeal through any Petition to Transfer.

(2) The fee for an appeal from a sentencing or revocation hearing in felony cases shall be set at One Thousand Dollars (\$1,000.00).

(3) The fee for an appeal from a trial or any proceeding shall be set at Seven Hundred and Fifty Dollars (\$750.00) on misdemeanor cases. This includes fees for all work from the Notice of Appeal through any Petition to Transfer.

(4) The fee for filing an appellee's brief in a case where the State has filed the appeal shall be set at Seven Hundred and Fifty Dollars (\$750.00).

Section III **Secretarial Fees**

Appellate Work: Due to the increase in appellate fees, secretarial fees for appellate work will no longer be paid by the Delaware County Circuit Court. Public Defenders will be required to contract those services privately. Public Defender secretaries employed by the county may be hired by a public defender to perform those tasks; however preparation of the same *shall not* be performed during regular work hours or with county property, including typing, binding, reviewing, copying or other functions related to the compilation of the appeal.

Claims

If the attorney desires claims to be paid to the law firm, he or she will need to inquire of that possibility through the Auditor of Delaware County.

LR18-JR00-DLR-0604
DELAWARE COUNTY
INSTRUCTIONS TO JURY ADMINISTRATOR

As provided by law, the court administrator has been appointed as jury administrator for the Delaware Circuit Court.

You are instructed that the law provides that any person appointed jury administrator shall administer the jury assembly process as follows:

A. Uniform Jury Selection. The jury administrator and the supervising judge under the plan will provide a uniform system of jury selection for the courts ensuring that persons selected for jury service are selected at random from a fair cross section of the population of Delaware County. A computerized jury selection system will be fair and will not violate the rights of persons with respect to impartial and random selection of prospective jurors.

C. Jury Selection Plan. The jury administrator, under the supervision of the supervising judge, shall prepare a written plan for the selection of grand and petit jurors in the county. The plan must be designed to achieve the objectives of, and otherwise comply with Indiana Jury Rules. The Jury Selection Plan of the jury administrator is attached hereto and marked as Jury Selection Plan 2006-01.

D. Master List. The jury administrator shall compile and maintain a master list consisting of the approved Jury Pool Master List for Delaware County.

E. Juror Service. Names must be drawn for juror service quarterly, based on a calendar year commencing in January. A public drawing of names for the next quarter will be held during the first or second week of the second month of the quarter next preceding that for which names are being drawn, at a time and place prescribed by the jury administrator.

1. The jury administrator shall create and file an alphabetical list of names drawn under this section. The alphabetical list may be in the form of a serial listing or discreet computer record filed together to constitute the alphabetical list. Names may not be added to the alphabetical list, except by order of the court. Neither the names drawn nor any list compiled from the alphabetical list may be disclosed to any person other than by order of the supervising judge.

2. Names must be drawn randomly pursuant Jury Rule 3.

3. Names drawn from the master list may not be returned to the master list until all nonexempt persons on the master list have been called.

F. Random drawing of names. 1. The master list will contain names in a sequential order, such as a numeric sequence, the drawing of names from the master list must be performed in the following manner: (1) The total number of names on the master list is divided by the number of names to be drawn. The next whole number greater than the resulting quotient is the key number, except that the key number is never less than 2. (2) A starting name for making the selection is determined by randomly choosing a number between 1 and the key number, inclusive. (3) The required number of names is selected beginning with the starting name selected under subdivision (2) and proceeding to successive names appearing in the master list at intervals equal to the key number, re-commencing at the beginning of the list until the required number of names is selected. (4) Upon re-commencing at the beginning of the list, or if additional names are

subsequently ordered to be drawn from the master list, names previously selected in the process described in subdivision (3) must be disregarded in selecting the additional names. (5) An electronic or a mechanical system may be used to draw names from the master list.

G. Jury Qualification Form. The provisions of Jury Rule 4 will be followed in that not later than 7 days after the date of the drawing of names from the master list, the jury administrator shall cause to be mailed to each person whose name is drawn a juror qualification form. (a) The form will be designed to reflect the prospective juror's name, address, and age; (b) Whether the prospective juror is a citizen of the United States and a resident of the county; is able to read, speak and understand the English language; (c) Has any physical or mental disability impairing the person's capacity to render satisfactory jury service; (d) If a prospective juror is unable to fill out the form, another person may fill out the form for the prospective juror. If the form is completed by a person other than a prospective juror, the form must indicate that another person has done so and the reason for doing so. (e) If it appears there is an omission, ambiguity, or error in a returned form, the jury administrator shall resend the form, instructing the prospective juror to make the necessary addition, clarification, or correction and to return the form to the jury administrator not later than 10 days after its second receipt. (f) A prospective juror who fails to return a completed juror qualification form as instructed must be directed by the jury administrator to immediately appear before the jury administrator to fill out a juror qualification form.

H. Disqualification for jury service. The supervising judge or the jury administrator shall determine solely on the basis of information provided on a juror qualification form or interview with a prospective juror whether the prospective juror is disqualified for jury service. The jury administrator shall enter this determination in the space provided on the juror qualification form or electronic data processing facsimile and on the alphabetical list of names drawn from the master list. (b) The ISSUING judge, upon request of a prospective juror, shall determine on the basis of information provided on the juror qualification form, correspondence from the prospective juror, or an interview with the prospective juror whether the prospective juror may be excused from jury service. The jury administrator shall enter this determination in the space provided on the juror qualification form. (c) A person who is not disqualified for jury service may be excused from jury service only upon a showing of undue hardship, extreme inconvenience, or public necessity, until the time of the next drawing when the person is re-summoned. Appropriate records must be maintained by the jury administrator to facilitate re-summoning.

I. Exemption. A person who has completed a term of jury service in the twenty-four (24) months preceding the date of the person's summons may claim exemption from jury service.

J. Deferral. The judge or judges' designee may authorize deferral of jury service for upon to one (1) year upon a showing of hardship, extreme inconvenience, or necessity. Deferral requests made after the issuance of summons for prospective jury duty, must be approved by the Issuing Judge. The Issuing Judge may determine if the deferral request may be made by fax or in person. Deferrals may be given one (1) time per year.

K. Grand Jury. Upon receipt of an order for a grand jury, the jury administrator shall issue a request to Data Processing to randomly twelve (12) qualified jurors and direct them to appear before the supervising judge. The supervising judge shall randomly select six (6) jurors after explaining to the twelve (12) prospective jurors the duties and responsibilities of a grand jury.

The names of qualified jurors drawn and the contents of the jury qualification forms completed by those jurors may not be made available to the public until the period of service of

those jurors has expired. However, attorneys in any cases in which these jurors may serve may have access to the information.

L. Preservation of Record. After the period of service for which names were drawn from the master jury list has expired, and all persons selected to serve as jurors have been discharged, all records and papers compiled and maintained by the jury administrator or the clerk must be preserved by the clerk of the courts for the period prescribed by rule of the Indiana supreme court. The records and papers must be available for public inspection at all reasonable times.

LR18-JR00-DLR-0605
Delaware County Computerized
Jury Selection Plan 2006-1

1. The Master Jury List will be created each year during the month of November containing the citizens of Delaware County from Bureau of Motor Vehicles and Indiana Department of Revenue lists for the county eighteen (18) years of age and older. The court administrator will be referred to as the “jury commissioner” throughout this plan.

2. To create the Master List, the names of persons from the Bureau of Motor Vehicles and Indiana Department of Revenue lists for the county eighteen (18) years of age and older will be submitted to Data Processing on disc as provided by the Indiana Supreme Court. The final list will contain 20,000 names.

An example for originating a master list would be: 188,000 names as the approximation in Paragraph 1. The percentage determined is 40% from voters; 40% from taxpayers and 20% from utility customers. To determine the key number, a key number is determined by multiplying the 40% of the 20,000 names needed, the result being 8,000 divided by the 75,200 voters - making your key number 10 - a number is selected by the designated person between the number 1 - 10, ex. 5 - then you start with the number 5 and select every 10th person until you have reached your goal. The same principle is applied with the other sources.

3. Once Data Processing has the request and the starting number and key number are determined, the list of 20,000 names is generated. The list will be manually reviewed by the jury commissioner by striking businesses, persons not living in Delaware County, persons without addresses listed, and striking the name of one person when two are listed, such as husband and wife.

4. During the first week of the second month of each quarter, the jury commissioner will cause a draw of 2,500 names for petit jurors and 100 names for grand jurors from the Master List. Jury Questionnaires will be mailed and processed. A quarterly master list will be kept of all qualified jurors. A separate list of those persons excused from jury service will be maintained in a numerical table. Upon completion and compilation of the new quarterly list, Data Processing will be notified of all changes to be made.

4. To perfect the issuance of a Venire, the court personnel will submit a Venire Request with the Cause Number, name of case, the number of names to be called, and the date and time of the trial, along with a Venire Order signed by the Judge, including the Cause Number and the name of the case.

5. For issuance of a Venire, a random number will be selected from a series of numbers provided by Data Processing, pursuant to Paragraph 2 herein. Those persons selected from that number will be temporarily removed until all non-exempt persons have been called. All persons seated for jury service within the quarter will be removed permanently from the year's list, along with those excused or deferred pursuant to statute.

6. Non-exempt persons who request to be excused from jury service should first initiate the call through the Office of Court Services. Requests not included, per statute, shall be referred to the issuing court.

7. The number of petit jurors that constitutes a panel for criminal C felony and higher shall be 50 names. An additional number of names may be issued for specific cases requiring a larger

pool of prospective jurors. The number of petit jurors that constitutes a panel for civil cases shall be 30, along with class D felonies and misdemeanors.

8. The number of grand jurors to be drawn for service will be 12. The procedure for selection shall be the same as the petit jury draw with Data Processing providing the key number and the random selection of numbers to be used.